



KENYATTA UNIVERSITY CHRISTIAN
UNION

MAIN CAMPUS

CONSTITUTION

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THE KENYATTA UNIVERSITY CHRISTIAN UNION MAIN CAMPUS CONSTITUTION

PART A: PREAMBLE

We, the Kenyatta University Christian Union Main Campus, being:

- A) A body of Christian students in Kenyatta University bound together in the common faith in the only Son of God; the Lord Jesus Christ,

- B) Joined with the heavenly calling of the Lord Jesus Christ,
- C) Guided by the Holy Spirit and the Holy Scriptures,
- D) Exclusively non-political and non-denominational.

Do adopt, enact and give to ourselves and to the coming Kenyatta University Christian Union generations this constitution.

SUPREMACY CLAUSE

We declare that no provision herein shall or will be construed as to qualify, defeat or in any manner contravene the Holy Scriptures. Any such provision shall to the extent of the contravention have no effect. Without prejudice to the foresaid, it is specifically provided as hereunder:

PART B: NAME, AIMS AND DOCTRINE

Article 1 I: NAME:

The name of the CU shall be Kenyatta University Christian Union Main Campus (KUCUMC), herein after referred to as the 'the CU'.

Article 1 II: LOGO



Article 1 III: REGISTRATION

The union shall be registered with the office of the Dean of Students – Kenyatta University.

Article 1 IV: AFFILIATION

Kenyatta University Christian Union Main Campus shall be a member of the Fellowship of Christian Unions (FOCUS) Kenya.

Article 2: AIMS OF THE CU

The aims of the CU shall be in accord with the preamble and shall be as follows:

- a) Discipleship: To nurture the spiritual life of its members, through the study of the Bible, prayer and Christian fellowship.
- b) Evangelism: To encourage its members to present Jesus Christ to others and give them an opportunity to make a personal commitment to Him.
- c) Mission: To sensitize members into mission work in every area of life to which God calls them.

- d) Leadership development: To train and develop servant leaders for the church and society at large.
- e) To encourage responsible church membership.

Article 2 II: MISSION

In partnership with relevant stakeholders to enhance spiritual value through training, teaching and practice of the Word of God.

Article 2 III: VISION

Develop Christian students who are well equipped to have a Godly impact in a dynamic society.

Article 2 IV: CORE VALUES

- a) Fellowship
- b) Servant hood
- c) True Worship.
- d) Faithfulness to Holy Scripture
- e) Integrity.

Article 3: DOCTRINAL BASIS

The doctrinal basis of the CU shall be the fundamental truths of Christianity including the following:

- a) The unity of the Father, the Son and the Holy Spirit in the Godhead.
- b) The divine inspiration and the trustworthiness of the Holy Scriptures as originally given, and its supreme authority in all matters of faith and conduct.
- c) The Sovereignty of God in creation, revelation, redemption and final judgment.
- d) The universal sinfulness and guilt of all men since the fall, rendering them subject to God's wrath and condemnation.
- e) The redemption from guilt, penalty, dominion and pollution of sin, solely through the sacrificial death (as our representative and substitute) of the Lord Jesus Christ, the incarnate Son of God.
- f) The bodily resurrection of our Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.
- g) The presence and power of the Holy Spirit in the work of regeneration.
- h) The justification of the sinner by the grace of God through faith alone.
- i) The indwelling and work of the Holy Spirit in every believer.
- j) The Holy Universal Church as the Body of Christ unto which all true believers belong.
- k) The unity of the believers in the body of Christ without discrimination on the account of race, tribe, gender, disability, or any other manner of discrimination.

- l) The expectation of the return, in person, of our Lord Jesus Christ.

PART C: MEMBERSHIP

Article 4 I: MEMBERS

- a) There shall be three categories of membership:
- i. Full Membership of the CU shall be open to undergraduate students of Kenyatta University who ascribe to the doctrinal basis in Article 3 above and conscientiously sign the following declaration;
“I declare my faith in Jesus Christ as my Lord and Savior and will live a life worthy of the Christian calling. In joining the CU, I ascribe to its doctrinal basis and am determined to give active support to the CU as it seeks to fulfill its aims.”
 - ii. Special Membership of the CU shall be open to all other students of Kenyatta University who conscientiously sign the declaration in Article 4 I a) above and ascribe to the doctrinal basis of the CU in Article 3 above.
 - iii. Associate Membership of the CU shall be open to all former students of Kenyatta University who uphold the Christian faith and the doctrinal basis of the CU.
- b) There shall be no membership fee.
- c) Membership in categories a) i) and ii) will cease in the event of completion or termination of studies at Kenyatta University, or on tendering written resignation, and/or a careful and judicious exercise of power conferred to the Executive Board in Article 5 II.

Article 4 II: MEMBERS’ RIGHTS AND RESPONSIBILITIES

1. Full members shall be:
 - a) Entitled to requisition for a vote and/or to vote in the General Meeting.
 - b) Capable of proposing and effecting alterations, modifications or amendments to this constitution, subject to Article 16.
 - c) Shall participate in the activities of the CU.
 - d) Eligible to hold office and participate in the election of the officials of the CU.
2. Special members:
 - a) Shall be entitled to participate in the activities of the CU.
 - b) Shall be entitled to vote in General Meetings except on matters pertaining to the alteration of the constitution.
 - c) Shall be eligible to hold office except in the Executive Board, and participate in the election of the officials of the CU.
3. Associate members:
 - a) Shall be free to participate in the activities of the CU.
 - b) Shall have an advisory role.
 - c) Shall not be entitled to vote in General Meetings, hold any office or participate in the elections of the officials of the CU.

- d) Shall have a KUCUMC Associates Fellowship that will seek to bring together the associates and assist them to fulfill the roles in Article 4 II 3.

4. All members will be expected to contribute to the CU treasury as the Lord leads them.

PART D: GOVERNANCE

Article 5 I: TERMS OF OFFICE

The term of office shall be one spiritual year which shall begin from the inauguration of the leaders in the AGM to the succeeding AGM, subject to Article 11.

All the office bearers of the executive board shall serve for not more than three (3) terms, subject to Article 11.

Article 5 II: OFFICE BEARERS OF THE EXECUTIVE BOARD

The Executive Board shall consist of the following offices:

- (a) Chairperson
- (b) Vice Chairperson
- (c) Secretary
- (d) Vice secretary
- (e) Treasurer
- (f) Prayer Secretary
- (g) Swem coordinator
- (h) Worship Coordinator
- (i) Discipleship Coordinator
- (j) Missions Coordinator
- (k) Creative Ministry Coordinator
- (l) Information and Communication Coordinator
- (m) Social Welfare Ministry Coordinator

Article 5 III: DUTIES OF THE EXECUTIVE BOARD

The board shall exercise such powers as given by the constitution and any other in line with the leadership responsibilities provided for in this constitution on behalf of the CU. Its duties shall include:

- a) It shall be responsible for implementing the aims of the CU and for the purpose, may give directions to any office bearers as to the manner in which they will carry out their duties.
- b) It shall hold all the CU assets in trust for the members.
- c) It shall authorize all monies to be disbursed on behalf of the CU, in line with the Financial Management Policies of the CU.
- d) It shall be the supreme body in handling the disciplinary matters and settling disputes in the CU, and may consult the Advisory Committee.

- e) It shall have the powers to appoint adhoc or having appointed, to merge or dissolve them, as it considers appropriate and may require comprehensive reports from such adhoc.
- f) In case of any committee or sub-committee falling short of members, the Executive Board shall co-opt members as per the need.
- g) It shall play a supervisory role over all groups having evangelistic, discipleship or any other activity with the CU members.
- h) In case of a need, the board shall, through the convener of the Advisory Committee seek advice from the Advisory Committee.
- i) Any other and further duty as may be deemed fit for the effective running of the CU.

Article 5 IV: DUTIES OF THE OFFICE BEARERS OF THE EXECUTIVE BOARD.

- a) The Chairperson**
 - i) Shall coordinate the work of the Executive Board in carrying out the aims of the CU.
 - ii) Shall, unless prevented by illness or other sufficient cause, preside over all Executive board meetings and the General Meetings and has a casting vote.
 - iii) Shall be the principal coordinator of the CU.
 - iv) Shall be the spokesperson of the CU.
 - v) Shall link the CU to the University, its administration and any other persons or institution.
- b) The Vice-chairperson**
 - i) Shall be the immediate Vice to the Chairperson.
 - ii) Shall share fully the responsibilities of the Chairperson, and shall represent the Chairperson in his or her absence.
 - iii) Shall be in charge of booking venues for the CU's meetings.
 - iv) Shall link the CU with the Associates Fellowship (refer to Article 4 II 3d)).
 - v) Shall be responsible of partnerships.
 - vi) Shall link the CU with the satellite campuses.
- c) Swem coordinator**
 - i) Shall head the Social Welfare department which comprises of KUCU Care Unit, Counseling Unit, Special Abilities Unit, Hospitality and Catering Unit, Brothers and Sisters Fellowships.
 - ii) Shall head the Social Welfare Ministry Committee which shall:
 - Be in-charge of the social welfare of the CU members.
 - Mobilize the CU members for social action.
 - Organize events to bring together brothers and sisters to discuss social issues.
 - Mobilize for materials, food and finances to assist needy students.
 - Conduct counseling services to members of the CU.
 - Be in charge of members with special needs.
 - Be responsible for hospitality and catering activities of the CU.
- d) Secretary**
 - i) Shall deal with all correspondence of the CU except that which directly falls to another officer.

- ii) Shall be responsible for recording and keeping of minutes of the Executive Board and General Meetings.
 - iii) Shall be responsible for preservation of all records of the CU including the Members' Register.
 - iv) Shall, in case of urgent matters where the board cannot be consulted for an immediate decision, consult with the Chairperson. The decision reached shall be subject to ratification on the next board meeting.
- e) Vice-Secretary
 - i) Shall assist the Secretary in the duties of the office.
 - ii) Shall be in charge of orientation of first years.
 - iii) Shall be in-charge of all reports of the CU activities.
- f) Treasurer
 - i) Shall receive and only disburse under the direction of the Executive Board all monies belonging to the CU.
 - ii) Being answerable to both members and the Executive Board, shall:
 - Ensure that proper accounting procedures are adhered to.
 - Ensure that proper books of account of all monies received and paid by the CU are written up, preserved and available for inspection.
 - iii) Shall maintain the CU assets register.
 - iv) Shall be in charge of the Internal Audit Unit, Finance and Investment Unit.
- g) Prayer Coordinator
 - i) Shall sensitize, encourage and mobilize the CU on prayer.
 - ii) Shall coordinate all the CU prayer activities.
 - iii) Shall head the Intercessory Unit.
 - iv) Shall be in charge of any group carrying out related responsibilities within the CU.
- h) Worship Coordinator
 - i) Shall link the executive board and the worship committee.
 - ii) Shall head the worship department which comprises of Praise and Worship Ministry, Ushering Ministry, Technicians Ministry, Choir Ministry and Decorations Ministry.
 - iii) Shall head the Worship Committee which shall:
 - Organize for Sunday services.
 - iv) Shall preside over all the worship committee meetings unless prevented by illness.
- i) Discipleship Coordinator
 - i) Shall link the executive board and the Discipleship department.
 - ii) Shall head the Discipleship department, which comprises of Bible Study Sub-committee, Nurture Ministry and BEST-P Ministry.
 - iii) Shall head the discipleship committee which shall:
 - Be in charge of discipleship in the CU.
 - Ensure holistic growth of Christian faith amongst the CU members.
 - Conduct doctrinal classes to all new members.
 - Promote and widen interest in Bible literacy.

- Be responsible for nurturing new Christians.
- Be responsible for coordinating and organizing Bible Study small groups in the CU.
- iv) Shall preside over all the meetings of the committee unless prevented by illness.
- j) Mission Coordinator**
 - i) Shall link the executive board and the Missions department.
 - ii) Shall head the Missions department, which comprises of In-reach Sub-committee, Annual Missions Sub-committee, High School Ministry, Sunday School Ministry, Hospital Ministry, BBCM Ministry, Prisons Ministry and Evangelistic Team Board.
 - iii) Shall head the missions committee which shall:
 - Be responsible for evangelism in and out of campus.
 - Sensitize, encourage and mobilize the CU in missions.
 - Be in charge of groups that carry out mission work through the CU.
 - iv) Shall preside over all the meetings of the committee unless prevented by illness.
 - v) Shall be a special member of the Evangelistic Team Board.
- k) Creative Ministry Coordinator**
 - i) Shall link the executive board and the Creative Ministry.
 - ii) Shall head the Creative Ministry which comprises of Sports Sub-committee, Media Ministry and Creative Arts: Drama Ministry, Music Academy and Dance Ministry.
 - iii) Shall head the Creative Ministry Committee which shall:
 - Seek to help members of the CU to discover, develop and utilize their talents and gifts.
 - Promote sporting activities within the CU.
 - Shall be in charge of media within the CU.
 - Shall coordinate outreach activities of the ministry.
 - iv) Shall preside over all the meetings of the committee unless prevented by illness.
- l) Information and Communications Coordinator**
 - i) Shall link the executive board and the ICC department.
 - ii) Shall head the Information and Communication department which comprises of Library Sub-committee, Publicity Crew, Information Technology Research Crew and Editorial Crew.
 - iii) Shall head the Information and Communications Committee which shall:
 - Be responsible for the acquisition, keeping and distribution of the CU literature materials.
 - Be responsible for publicizing all the meetings and events of the CU.
 - Oversee the publications of the CU.
 - Assess, develop, implement, maintain and evaluate information systems in taking advantage of information technology in the CU.
 - iv) Shall preside over all the meetings of the committee unless prevented by illness.

Article 5 V: TERMINATION OF OFFICE

The term of office shall be terminated in cases of:

- Discontinuation, suspension or transfer from the university.
- Demise.
- Gross misconduct.
- Incapacitation.

This article shall be subject to Article 11.

Article 6 I: LEADERSHIP MANUAL

There shall be a leaders' handbook referred to as the 'leadership manual', which shall:

- i) Contain practical instructions on the governance of the CU.
- ii) Be used in accordance with the provisions made in this constitution.
- iii) Only be reviewed upon proposal by not less than three quarters of the Executive board and then approval to amend in a General Meeting.

Article 6 II: POLICY HANDBOOK

There shall be a policy handbook which shall contain the guidelines of the operations the CU.

Article 7 I: THE ADVISORY COMMITTEE

- a) It shall generally consist of University graduates who ascribe to the Christian Faith and have demonstrated interest in students' ministry. Nothing in this section shall prevent the Executive Board from appointing a non-graduate person.
- b) It shall consist of a convener who shall be the patron, a FOCUS Staff and at least three other members but the full membership of the committee shall not exceed five in number.
- c) It shall be proposed by the Executive Board and ratified by the Annual General Meeting.
- d) The members shall serve for a term of 1 year and may be re-appointed for any number of times.
- e) Its functions will be to assist and advise the leadership and may engage in the events, functions or activities that can further the aims of the CU.

Article 7 II: THE PATRON

There shall be a patron to the CU proposed by the Executive Board and ratified by the Annual General Meeting.

- a) He or she shall be a person who ascribes to the doctrinal basis as stipulated in Article 3 and has demonstrated interest in student ministry.
- b) He or she shall be a senior member of the Kenyatta University Staff. Nothing in this section shall prevent the Executive Board from proposing any other member of KU staff subject to (a) above.
- c) He or she shall be charged with the responsibility of working closely with the Executive Board in order to realize the objectives of the CU.
- d) He or she shall serve for a term of two years and may be re-appointed any number of times.

- e) He shall be the convener of the Advisory board.

*Article 7 III: CONGRESSPERSON

KUCU being registered religious group in Kenyatta University shall designate a member to represent it in Kenyatta University student congress.

He / she shall:

- Be answerable to the protestant chaplain and KUCU executive board.
- Be guided by the KUCU congress person policy document.

PART E: MEETINGS

Article 8: REGULAR MEETINGS

- a) The CU shall arrange for weekly meetings on such days, at such times and places as deemed convenient, which meetings shall include: Bible Study, Devotions, Fellowships, Services and any other as the Executive board from time to time determines.
- b) The Executive board shall meet at least once in a week on a convenient day with a quorum of not less than 2/3 (two thirds) of all its members.
- c) The Executive board shall convene a meeting for all the Committee members, which will meet at least twice a semester to discuss matters affecting the CU.

Article 9: GENERAL MEETINGS

- a) Only full members and special members shall have the right to participate in General Meetings pursuant to Article 4 II (a) and (b).
- b) There will be two categories of General Meetings: The General Meeting (AGM) and the Special General Meeting (SGM).
- c) The Annual General Meeting
 - i) The Annual General Meeting shall be held not earlier than the sixth week but before the end of the first Semester of each academic year. Notice in writing of an AGM shall be sent to or brought to attention of all members not less than twenty one days (21) before.
 - ii) A copy of the auditor's report on the Accounts and Statements together with such Accounts and Statements and the Agenda of the AGM shall be furnished to all members at least seven days before the AGM.
 - iii) The agenda for any AGM shall consist of the following:
 1. Confirmation of the minutes of the previous AGM.
 2. Consideration of Accounts.
 3. Approval of the proposed budget.
 4. Election of office bearers of the Executive Board.

5. Such other matters as the Executive board may decide or as to which a member of members shall have given notice in writing to the KUCU Secretary at least two weeks before the date of the meeting.
 - iv) The outgoing chairman shall declare the leadership positions vacant after which the Electoral College chairperson shall proceed with election of office bearers.
- Special General Meeting (SGM)
- i) The Executive board may call for an SGM for any specific purpose. Notice of such meetings shall be sent to all members not less than seven days before the date thereof.
 - ii) An SGM may also be requisitioned by order of at least 25% full membership in writing to the CU Secretary who will pass it to the Executive board, and such meeting shall be held within 21 days of the date of requisition.
 - d) The quorum of the General Meetings shall not be less than 25% of the registered members of the CU.

PART F: ELECTIONS AND BY-ELECTIONS

Article 10: ELECTIONS

- a) Elections shall be conducted by :
 - i) The Electoral College, which shall consist of finalists Executive board members, at most two ineligible leaders from each committee who shall co-opt other members as deemed necessary. The co-opted members shall include a FOCUS Staff who shall have an advisory role.
 - ii) The outgoing Chairperson of the Executive board shall convene the Electoral College's first meeting, during which time it shall elect its chairperson and secretary.
- b) The full and special members of the CU shall be asked to recommend in writing to the Electoral College, persons they have prayerfully felt should form the next Executive board chairperson, secretary and treasurer. Such nomination should reach the Electoral College's Secretary at least 28 days before the AGM.
- c) The Electoral College shall make the final nominations for each of the offices of the Executive board. Names of the nominees will then be announced to members of the CU, for further prayerful consideration, at least 14 days before the AGM.
- d) Objections to any of the nominees must be in writing to the Secretary of the Electoral College at least seven days before the AGM. Such objections can only be raised by the full and special members. The Electoral College shall then consider and make any substitution of the nominees as deemed necessary.
- e) The Electoral College shall appoint members of the committees and Sub-committees. Such nominees shall be subject to sections c) and (d) above.

Article 11: BY-ELECTIONS

A by-election may be held on the happening of any of the following:-

- (a) Where at least $\frac{2}{3}$ of the full and special members in a Special General Meeting pass a vote of no confidence in the entire Executive board, OR the entire Executive board resigns.
- (b) Where at least $\frac{2}{3}$ of the full and special members in a Special General Meeting pass a vote of no confidence in a member of part of the Executive board.
- (c) Where the Executive board (acting as majority) asks its member(s), other than the chairperson to vacate office owing to evident inability to perform the duties of that office.
- (d) Where a member(s) of the Executive board dies or submits a resignation, which is received and accepted by the Executive board.
- (e) In the event of (a) above the committees' members shall appoint members of the next interim executive board. The patron shall chair the meeting to oversee the formation of this interim board.
- (f) In the event of (b) (c) and (d) above, where the members affected are less than half, the executive board shall co-opt eligible member(s) in position(s) to fill the position(s).
- (g) In the event of (b) (c) and (d) above, where more than half of the members affected the remaining executive board members shall sit with the committees' members to replace the out gone executive board.
- (h) Where the chairperson attracts a vote of no confidence from the executive board, the decision shall be subjected to a resolution passed by $\frac{2}{3}$ of the full and special members present in an SGM.
- (i) In the event of (h) above the executive board shall appoint from among themselves to be the chairperson.
- (j) Where a member of the executive board is appointed to take up the office of the chairperson, the executive board shall co-opt a member to take up the role.
- (k) The quorum of such meeting shall be as per Article 9 (e).

PART G: FUNDS AND THEIR ADMINISTRATION

Article 12: FUNDS

- a) The CU may accept financial or other aid from non members.
- b) The funds of the CU shall only be used for the purposes the executive board considers proper and in accordance with the aims of the CU.
- c) The money received by the CU shall be deposited in the name of the CU, with a bank or banks that have been approved by the Executive Board in writing.
- d) No payments, withdrawals or transfers shall be made out of the CU account without a resolution of the Executive Board in writing.
- e) The signatories to the bank account(s) shall always include the chairperson, secretary and treasurer. Bank transactions shall be made by any two of the mentioned signatories subject to approval by the Executive Board in writing.
- f) A sum to be determined by the executive board from time to time may be kept by the treasurer, for petty disbursement of which proper account shall be kept.
- g) The financial year shall be one calendar year.

- h) All the committees shall give proper account of their financial dealings to the CU treasurer.

Article 13: AUDITOR

- a) The auditor for the following financial year shall be proposed by the executive board and appointed by the AGM.
- b) Shall be a Certified Public Accountant in Kenya.
- c) An auditor may be paid such honorarium for his/her duties as may be resolved by the executive board.
- d) No auditor shall be a special or full member of the CU.

PART H: OTHER PROVISIONS

Article 14: KUCU ASSETS

- a) The CU assets shall be used to achieve its aims and objectives.
- b) The CU assets shall not be leased, lent or given unless the executive board deems it necessary and if it is to the interest of the CU.

Article 15: AMMENDMENT OF THE CONSTITUTION

Only full members shall be eligible to propose alterations, modifications or other amendments to this constitution which shall not be amended unless:-

- a) Any amendments proposed to be given to the secretary of the executive board at least 21 days before the Special General Meeting (SGM). The secretary shall then give at least 14 days notice to the members of the union.
- b) The advisory committee's opinion is sought, obtained and its recommendations made known to the General meeting.
- c) Two thirds of full members present in the General meeting pass it.

Article 16: ACCOUNTS

- a) The financial year shall end at least four weeks before the AGM.
- b) The books of accounts and all documents relating thereof shall be available for inspection at the registered office of the CU or any other person recognized and authorized by the executive board, provided that a written notice of not less than seven days reaches the executive board through its secretary.

Article 17: LIST OF MEMBERS

- a) The list of members shall be available for inspection at the registered office of the CU by a member of the CU or any other person recognized and authorized by the executive board provided that a written notice of not less than seven days reaches the executive board through its secretary.

Article 18: DISSOLUTION

- a) The CU shall not be dissolved except:
 - i) By a resolution passed at a General Meeting of members by a vote of three quarters of the full members.
 - ii) If this quorum is not obtained the proposal to dissolve the CU shall be submitted to a further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the CU at least 14 days before the date of the meeting. The quorum for this second meeting shall be half of the full members.
 - iii) If this second quorum in (a) (ii) above is not obtained then the same procedure in (ii) shall be followed to call a third SGM whose quorum shall be the number of the full members present.
- b) Provided however that no dissolution shall be effected without prior permission in writing of the Director of Student Affairs obtained upon application to him made in writing and signed by the three office bearers of the CU.
- c) When the dissolution of the CU has been approved by the Director of Student Affairs no further actions shall be taken by the Executive Board other than to get in and liquidate for cash all assets of the CU. The balance therefore shall be distributed to Christian organization(s) as may be resolved by the meeting at which the resolution of dissolution is passed.

Article 19: APPLICATION CLAUSE

This constitution shall:

- Come in to effect as soon as it is ratified in the 2013 SGM.
- Come in to full force at the 2013/2014 AGM.